

ADMINISTRATIVE - INTERNAL USE ONLY

25 October 1984

103 OCT 27 1984
REM-8

MEMORANDUM FOR: Executive Director
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Inspector General
Comptroller

FROM: [redacted]
Chief, Regulatory Policy Division

SUBJECT: Proposed Revision of [redacted]
Court Leave (Job #887)

FOR YOUR CONCURRENCE OR COMMENTS:

1. This proposed revision of [redacted] was initiated by the Office of Finance to set forth a current statement of policy and procedures for the granting of court leave. The proposal updates requirements for the return of fees received for court service and the retention of certain expense payments received.

2. Please forward your concurrence and/or comments to the undersigned by 15 November 1984. Concurrence sheets are attached for your convenience.

Attachments:

- A. Concurrence Sheet
B. Proposed Revision of [redacted]

cc: AO/DCI
SSA/DDA
OF
OP
OC
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OS
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ODP
DA/CMO

No OS Action
necessary
close to OS
11/14/84

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INSTRUCTION SHEET

Remove pages 19 through 21, dated 5 December 1979 and
insert the attached pages 19 through 21 dated

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has been revised to set forth an
up-to-date statement of policy for the use of court leave.

DISTRIBUTION: AB

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CONFIDENTIAL**ROUTING AND RECORD SHEET**

| | | | | |
|--|------------------|--------------------------------|-----------|---------------------------|
| SUBJECT: (Optional) Proposed Revision of [] Court Leave | | | | |
| FROM: [] Policy Branch/PPG / [] | | EXTENSION [] | | NO. [] |
| | | DATE 7 November 1984 | | |
| TO: (Officer designation, room number, and building) | | DATE | | OFFICER'S INITIALS |
| | | RECEIVED | FORWARDED | |
| 1. | C/OPS/PSI | 8 NOV 1984 | 11/9 | [] |
| 2. | DC/SSD | 11/9 | 11/9 | HF |
| 3. | C/EARB | 11/9/84 | | [] |
| 4. | DC/SSD | 11/13/84 | | HF |
| 5. | C/OPS/PSI | 13 NOV 1984 | 11/13 | [] |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | 4-5 I AGREE WITH | | | |
| 11. | [] DC/SSD | | | |
| 12. | AG- | | | |
| 13. | | | | |

Attached is a proposed revision of subject initiated by the Office of Finance to set forth a current statement of policy and procedures for the granting of court leave.

Please review and forward any comments on subject to PPG by graph. 13 November 1984.

Pls return your comments to me by C.O.B. 13 Nov.

2-3 PLS COMMENT.

3-4. I have no substantive comment. Most of the changes appear to be editorial in nature with a more stringent accounting procedure. Some is reserved as a result of court service.

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